

How to Request a Mayor's Proclamation

Overview

Canton residents may request a proclamation from the Mayor to commemorate a special event or to honor an individual for a notable achievement. Because all proclamation requests go through an internal review and approval process, we ask that you submit your request **no less than three weeks** from the date the proclamation is needed. *Any proclamation submitted less than three weeks before the date needed is not guaranteed to be completed on time.*

Proclamations may be issued for civic celebrations, commemorative days/weeks, non-profit organizations, and significant events with historical and/or unique importance to the citizens of Canton. Individuals who have made a significant contribution to the city may also be presented with proclamations. We reserve the right to decline any proclamation request for any reason.

How to Request a Proclamation

In order to make sure your proclamation is completed correctly and on time, we ask that you submit the following information on the attached form:

- The purpose of the proclamation (i.e., American Bulldog Day, High School Football Week, for an award or special individual achievement, etc.)
- The individual, agency, or organization requesting the proclamation (i.e., Joe Smith, Stark Metropolitan Housing Agency, Market North Neighborhood Association, etc.)
- If at an agency or organization, the contact person who is responsible for the proclamation request. (Including name, address, daytime phone number, and e-mail).
- The date the proclamation is needed. If the proclamation will be presented at a special awards ceremony or other event, we recommend that you set your due date well in advance of the special event to ensure that it is completed on time.

Obtaining Your Completed Proclamation

Proclamations that have been submitted three or more weeks from the due date will be ready for pick-up 48 hours prior to the deadline established by the applicant in the proclamation request form. This is to allow for any changes or corrections that may be needed prior to the official deadline.

Proclamations may be picked up in person on the 8th floor of City Hall, which is located at 218 Cleveland Avenue SW in Canton. In special circumstances, the Mayor's Office may mail a proclamation to the requesting individual/organization. If the Mayor will be attending the event at which you are presenting the proclamation, he will bring the proclamation with him and personally present it to the recipient.

Questions

If you have any questions during the request process, please feel free to contact Yvette, Ginny, or Teri in the Mayor's office by calling 330-438-4307 well in advance of the submission deadline. Office staff are available to answer your questions during regular business hours, and can often help you avoid delays in the processing of your request.

City of Canton, Ohio • Office of the Mayor
William J. Healy II

Proclamation Request Form

Please submit the following form in person or via fax at 330-489-3282 no less than three weeks before the established due date listed below. If you have questions, please do not hesitate to contact Susan or Teri at 330-438-4307.

1. Purpose of Proclamation _____

2. Individual, Agency, or Organization Requesting Proclamation

3. Contact Person:

Name: _____

Address: _____

Daytime Phone (_____) _____

E-mail _____

4. Due date ____/____/____

5. Please use the space below or attach additional information regarding the recipient.

FOR OFFICE USE ONLY	Date Requested	_____	Rec'd By	_____
	Date Reviewed	_____	Reviewed By	_____
	Date Notified	_____	Check one: _____ Pick-up _____ Mail _____ Mayor	

Rec'd By (Applicant sign) _____ Date: _____ Office Initial: _____